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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL RESEARCH ADMINISTRATION  
Bureau of Agricultural and Industrial Chemistry  
Washington 25, D. C.

December 12, 1949

BUREAU MEMORANDUM NO. 419

Correspondence with Members of Congress

TO DIRECTORS OF REGIONAL RESEARCH LABORATORIES, BUREAU DIVISION HEADS,  
AND THOSE IN CHARGE OF FIELD STATIONS:

On August 20, 1940, the Bureau issued a memorandum indicating that as a general rule all correspondence to members of Congress or other high officials of the Federal and State Governments should be prepared for the signature of the Chief of Bureau. In this memorandum it was pointed out that experience would probably indicate that there are some types of correspondence which could properly be signed by the Directors of the Regional Research Laboratories. This was stated with the thought in mind that should correspondence of a semi-official nature be received or the letter contain, for example, a salutation of a personal nature, it would be entirely appropriate and desirable for such correspondence to be answered direct by the person to whom such correspondence is addressed.

In order to clarify this matter I wish now to advise that all correspondence with members of Congress or top ranking officials of the Federal and State Governments should be prepared for the signature of the Chief of the Bureau except where the incoming letter is addressed in such a manner that it is obviously intended that the response come from that particular individual. Of course correspondence with Federal Department heads, or correspondence which involves the Administrator of Agricultural Research, will be prepared in accordance with procedures established for such correspondence as described in Bureau Memorandum No. 418.

This supersedes Dr. Knight's memorandum to Directors of Regional Research Laboratories of August 20, 1940.

*SR Hilbert*





